



Paralegal

Details

Job ID : 310

Title : Paralegal

Job Code : 620

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Office Of General Counsel

Purpose

RESPONSIBLE FOR PROVIDING PARALEGAL SUPPORT TO THE OFFICE OF GENERAL COUNSEL.

Required Qualifications

Education : 2 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 1 Year of Related Experience

Job Required Knowledge

- 2 YEAR DEGREE MUST BE IN PARALEGAL
- 1 YEAR RELATED EXPERIENCE MUST BE AS A PARALEGAL

Job Skills/Abilities

- COMPUTER SKILLS
- EXCELLENT WRITTEN AND ORAL COMMUNICATION SKILLS
- ABILITY TO MAINTAIN PROFESSIONAL RELATIONSHIPS WITH CO-WORKERS, COURT OF JUSTICE OFFICIALS AND STAFF, AND THE PUBLIC

Job Preferred Knowledge

- COURT OF JUSTICE OPERATIONS AND PROCEDURES, PARTICULARLY AT THE DISTRICT AND CIRCUIT COURT LEVELS

Job Duties

- WRITE MEMOS AND LETTERS
- ANSWERS PHONE CALLS
- REVIEW CONTRACTS, POLICIES, RULES AND FORMS